

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 16, 2008 ☐ Consent ☒ Regular
 ☐ Workshop ☐ Public Hearing

Department:

Submitted By: The County Attorney's Office
Submitted For: Office of Financial Management and Budget

I. EXECUTIVE BRIEF

Motion and Title: STAFF RECOMMENDS MOTION TO ADOPT: a resolution of the Board of County Commissioners of Palm Beach County, Florida, amending the County's Administrative Code.

Summary: The proposed resolution amends the County's Administrative Code by updating Code sections related to petty cash and change funds; interim capital projects and reports; performance measures; and the election and term of office of the Chair and Vice-Chair (by amending Section 5 of the Board's Rules of Procedure).
Countywide (PFK)

Background and Policy Issues: The specific changes to the Administrative Code proposed by this resolution include:

1. Amending Section 305.03 to eliminate the \$1,000 limit on petty cash and change funds.
2. Amending Section 311.01 to change the time for providing interim capital project status reports from quarterly to semi-annually.
3. Amending Section 406.00 to change the reporting of actual workload and performance measures from semi-annually to annually in the budget document.
4. Amending Section 5 of the Board's Rules of Procedure (incorporated by reference through Section 500.00 of the Administrative Code) to revise the terms of office for the Board's Chair and Vice-Chair from two years to one year and revising the election procedure to reflect that change.

Attachments:

- ## 1. Resolution.

Recommended by:

County Attorney

Date

12 | 3 | 08

Approved by:

N/A

Date _____

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	-0-	-0-	-0-	-0-	-0-
Operating Costs	-0-	-0-	-0-	-0-	-0-
External Revenues	-0-	-0-	-0-	-0-	-0-
Program Income (County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match (County)	-0-	-0-	-0-	-0-	-0-

NET FISCAL IMPACT

ADDITIONAL FTE

POSITIONS (Cumulative)

Is Item Included In Current Budget? Yes _____ No _____

Budget Account No.: Fund _____ Agency _____ Org. _____ Object _____
Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

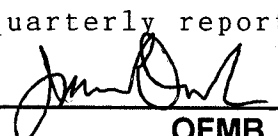
Approval of this item will not have fiscal impact at this time.


C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

The fiscal impact is the savings associated with the staff time and materials no longer expended to produce quarterly reports.

 12-5-08
OFMB
12/5/08
CN 12/04/08

 12/5/08
Contract Dev. and Control
E. Jensen 12/5/08

B. Legal Sufficiency:

 12/3/08
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

RESOLUTION NO. R-2008-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING THE COUNTY'S ADMINISTRATIVE CODE BY AMENDING SECTION 305.03, PETTY CASH AND CHANGE FUNDS; AMENDING SECTION 311.01, INTERIM REPORTS; AMENDING SECTION 406.00, PERFORMANCE MEASURES; AMENDING SECTION 5, CHAIR AS PRESIDING OFFICER; VICE-CHAIR; DUTIES; OF THE BOARD'S RULES OF PROCEDURE (INCORPORATED BY REFERENCE THROUGH SECTION 500.00 OF THE ADMINISTRATIVE CODE); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 125.87, Florida Statutes, requires the County to adopt an Administrative Code; and

WHEREAS, the Board of County Commissioners (the "Board") has previously adopted an Administrative Code on April 25, 1989, which has, from time to time, been amended by resolutions; and

WHEREAS, the Board now desires to revise the Administrative Code by updating those Code sections related to petty cash and change funds; interim capital project reports; performance measures; and the election and term of office of the Chair and Vice-Chair (revising Section 5 of the Board's Rules of Procedure, incorporated by reference through the Code).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

1. Section 305.03 of the Administrative Code is amended as follows:

305.03 PETTY CASH AND CHANGE FUNDS. The County Administrator, or the County Administrator's designee, is hereby authorized to establish and dissolve petty cash and change funds ~~of up to \$1,000~~, approve change of custodians, and increase single purchase limits up to \$50. Petty cash (up to \$100) may also be used in connection with the employee recognition program. The County Administrator shall establish appropriate Countywide procedures for administering these funds including provisions for safeguarding the funds and establishing responsibility in case of loss or shortage. In the event of an impending state of local emergency, whether

Election, Term of Office. The Chair and Vice-Chair shall be elected from and by the members of the Board. The term of these offices shall be for ~~two~~ one years, ~~from the date of the election in~~ In even numbered years, ~~E~~election of officers shall take place ~~every other year~~ following the November election and the swearing in of the newly elected County Commissioners. In odd numbered years, the election of officers shall take place at the first meeting in November.

In the event the Chair relinquishes his or her office, the Vice-Chair shall be appointed Chair until the term expires. In the event the office of Vice-Chair becomes vacant, the Board shall elect a new Vice-Chair to serve until the term expires.

5. This Resolution shall take effect upon its adoption.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the motion passed as follows:

Commissioner John F. Koons, Chairman	-
Commissioner Burt Aaronson, Vice-Chairman	-
Commissioner Karen T. Marcus	-
Commissioner Shelley Vana	-
Commissioner Mary McCarty	-
Commissioner Jess R. Santamaria	-
Commissioner Addie L. Greene	-

The Chairman thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2008.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD
OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: Paul F. J.
County Attorney